### Workflows

#### Instructional Change Submittals or Workflow:
**Due:** Monthly - From Units to LSA - By the first day of the month

#### GSA Worksheets - Have 2 Rounds (Note: These are APPROXIMATE dates)
| Fall Round 1: To Units | July 13 |
| Fall Round 2: To Units | Aug. 1 |
| Winter Round 1: To Units | Nov. 4 |
| Winter Round 2: To Units | Nov. 25 |
| Spring/Summer Round 1: To Units | Mar. 1 |
| Spring/Summer Round 2: To Units | Mar. 21 |

### Recruitment of Tenure Track Faculty & LEO Lec III:
**EC meets most Tuesdays Mid-Sept.- Late May - (See EC & Regents Calendar).**

To assist you in planning, be advised that the AAU (American Association of Universities) agreement requires offers for candidates who hold a position at an American university to be issued by:
- April 29, 2016 for a September 1, 2016 start date
- August 31, 2016 for a January 1, 2017 start date

In order to meet the AAU deadline for September 1st hires, new hire packets should be received in Academic Affairs no later than:
- Tuesday, March 22, 2016 for senior hires
- Tuesday, April 5, 2016 for junior hires

### Assistant Professor - 3rd Year Reviews:
**April 15:** CHECKLIST due to Academic Affairs  
**May 6:** SUBMITALS due to Academic Affairs

### Promotions - Tenure Track & Research Track:
**Due:** Nov 4, 2015 - Tenure and promotion (junior) cases  
**Due:** Dec 21, 2015 - Associate to Professor (senior) promotions and all Research-Track promotions  
**February 10, 2016:** Provost deadline for tenure track faculty & research track promotions  
**February 26, 2016:** Chairs & Directors notified of LSA College promotion decisions  
**Early May 2016:** College notified of Provost’s decisions  
**May 19, 2016:** Regents vote; LSA & Provost letters mailed to all promotion candidates

### LEO Lecturers III & IV - Major Review & Lecturer IV Initial Appointment:
**October 1:** Both Lec III renewals & IV appointment requests due to College  
**AND Lec IV continuation/renewal requests due to College**

### Leaves:
- **Leave Requests:** Submitted to Academic Affairs for review & approval by College Executive Committee  
- **Sabbatical Requests for (AY 2016-17):** Due to Academic Affairs Jan. 8  
- **Non-Sabbatical Requests:** Accepted throughout year with minimum 3-month lead time prior to leave effective date

### Research:
**Due:** Oct. 23 (to College) - Michigan Humanities Award (MHA) applications  
**Due:** Apr. 4 (to College) - Ralph Baldwin Award applications  
**Due:** 3 Business Days Prior to Sponsor Deadline - External Sponsor Proposals  
**NSF Career Workshop (for mid-July sponsor deadline):** Apr. 8

### Retirement Memoirs:
**Due:** Nov. 2 (for Jan. 1 retirement date)  
**Due:** Apr. 1 (for Jun. 1 retirement date)